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HUM 101-025: Writing, Speaking, Thinking

Randi Hawkins

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HUM101: 025 Writing, Speaking, Thinking I

Instructor: Mrs. Randi Hawkins rhawkins@njit.edu Office and Hours: by appointment

Course Description

HUM101 is an introduction to college level writing. In this course, students are introduced to writing's rhetorical dimensions; they are asked to consider the purpose, audience, occasion, and genre that are called for in a variety of writing, speaking, or visual assignments. The course also focused on the writing process, including asking students to brainstorm topics, to write drafts, and to revise their writing based on feedback and reflection. Writing and reading go hand in hand, so students are asked to read challenging articles, essays, and prose, and to consider paintings, films, or other visual compositions. Academic writing begins from the assumption that written, visual, and spoken texts can be in conversation with each other. Thus, the readings serve as both models of effective communication and as beginning places for students' own arguments and analyses.

Prerequisites and Grade Requirements

Permission of the Humanities Department is required to take HUM101. Entrance is determined by placement score or completion of HUM99 with a grade of C or better. To advance to HUM102, you must pass HUM101 with a C or higher final course grade.

Course Goals

During this course, students will

- Gain knowledge of writing's rhetorical dimensions
- Use writing as a tool for critical thinking and reflection
- Practice writing as a process using various brainstorming, invention, revision and editing strategies
- Write in several genres that utilize analysis, reflection, narrative, critique, and argument skills
- Practice using the conventions of written, spoken, and visual composition
- Practice writing and creating in digital environments

Required Texts

There are no required texts for this class; selected readings will be posted on our google classroom. Students will also access owl.purdue.edu

Assignments and Assessment

Grades will be computed using scores from the following assignments:

Attendance and Class Participation	10%
Short Writing Assignments	10%
Essay #1 – Narrative Essay	20%
Essay #2 – Proposal Essay	20%
Essay #3 – Synthesis Essay	25%
Oral Presentation	15%

Individual and group work will be evaluated according to the NJIT grading scale.

A=100-90	B+=89-87	B=86-80	C+=79-77	C=76-70	D=69-60	F=<59
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Attendance

Attendance is critical to student success in HUM101. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Participation cannot be demonstrated by chronic absences, similar to the professional world. At a minimum, this means attending on time, being prepared, and contributing to class discussions. Your level of engagement is directly related to how much you learn from the course.

You may have one week of unexcused absences, so in this case two classes, without penalty. Every subsequent absence will result in a deduction in your participation grade. Students who expect to miss class for religious observances must submit to me a list of those dates by September 14. More than three weeks of unexcused absences, so in this case six classes, can result in the automatic failure of the course.

When, in the opinion of the instructor, a student is jeopardizing the successful completion of the academic subject due to excessive absences, the instructor may initiate a written absence warning to the student.

Absences are for illness or real personal issues. They are not days off. Attend every class so that you may use your unexcused absences when you really need them. If you are absent, consult our google classroom and a classmate so you can make up missed work.

If you are absent on the date an assignment is due, the assignment due date does not change. Extensions for due dates and decisions about what constitutes an excused absence are made entirely at the discretion of your instructor.

If you have not completed an assignment, and you are thinking of skipping class on its due date, please re-think that decision. Don't make a bad situation (incomplete assignment) worse by combining it with an absence and missed learning.

Assignment Submission

All assignments will be submitted through our google classroom, unless otherwise specified. Emailed assignments will not be accepted. Assignments are due at the start of class. Late assignments will only be accepted subject to a grade reduction, usually one grade step per day late. For example, an A paper that is submitted a day late will earn a B+ grade.

If you have an excused absence, or know in advance that you will need extra time to complete an assignment, please contact me before the due date.

In-Class Personal Technology

Cell phones should not be used in class unless they are needed for a class-related activity. Please set them to silent as a courtesy to your classmates (and yourself).

Bring your laptop to every class, but only have it open when we are drafting.

NJIT University Code on Academic Integrity

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity. The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered “graded work” and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified.

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu

Special Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early as possible in the semester to discuss necessary accommodations, and also contact Student Disability Services at 973-596-3420. Accommodations are not retroactive, so please register for qualified services early in the semester.

The Writing Center

The Writing Center is at 115 Cullimore Hall. Professional writing tutors are available there for one-hour individual and groups appointments, both onsite and online. The Writing Center is intended to help students improve communication and writing skills. Tutors can help plan assignments, improve writing, refine an essay or multimedia project, or other communication-based needs. For information visit www5.njit.edu/writingcenter/schedule-writing-center-appointment/

Weather Emergencies:

If the college closes because of bad weather, please check your email and Our google classroom for updates about assignments. Even if the college closes, assignments are still due that day and should be submitted.

Registration:

It is the student's responsibility to be registered for classes through the Registrar's Office and cleared through the Bursar's Office. Students who attend classes and who are not properly registered and cleared will not be reinstated into the class and will not receive credit.

Class Schedule:

Below are the major due dates for this semester. All assignment instructions and a complete set of due dates will be on our google classroom. All due dates are subject to change at instructor's discretion

Date	Assignment Due
9/3	Labor Day – No Class
10/4	Essay 1 – Final Draft Due
10/25	Essay 2 – Final Draft Due
11/20	Essay 3 – Final Draft Due
11/20 – Tuesday	Thursday classes are being held 11/20, so our class will meet.
11/22	Thanksgiving Break – No Class
12/3	Presentations Due
12/12	Last Regular Day of Classes
12/13-12/14, 12/15-12/21	Reading Days and Final Exams

Late assignments will be accepted at the discretion of the instructor and subject to grade reduction. Generally, first and second drafts will not be accepted late (you will have to go to the Writing Center for feedback), and final drafts will be accepted late subject to a letter grade-step deduction for each day late. In class assignments should be made up within one week of your return to class. If you fall behind, or before you fall behind if possible, talk to your instructor. Our shared goal is for you to successfully complete all assignments.